



Emmet County Department of Health & Human Services Board
Board Meeting Minutes
Thursday, August 24, 2023

Carol Hansen, Chairperson, called the meeting to order at 8:05 am at the Bay Bluffs – Emmet County Medical Care Facility, Harbor Springs, MI.

Board Members Present: Carol Hansen
Craig Lively
Manuel Cordova

Board Members Absent: None

Staff Present: Lisa Ashley, Administrator
Jim Connaughton, Chief Financial Officer

Staff Absent: None

Others Present: Vicki Ulrich, DHHS
Neal Ahrens, Emmet County Commissioner

Consent Agenda:

Craig Lively motioned to approve the consent agenda, Manuel Cordova supported, no further discussion and **motion carried unanimously.**

DHHS/Bay Bluffs Board Chairwoman's Report: Carol Hansen

Carol Hansen reported that Char-Em ISD came to the DHHS Board Meeting and gave a presentation about the summer camp programs that are provided by the ISD and thanked the Charlevoix and Emmet County DHHS Boards for their financial support. At this meeting we also talked briefly about the upcoming MCSSA Conference on 9/11/23. Carol stated she always enjoys the conference as there is a lot of good information that she can bring back and share with the Board.

Finance Report:

Monthly Financials June 2023:

Jim Connaughton reviewed the financials with the Board including Cash on Hand, Accounts Receivable, and the occupancy census, which is up slightly. Mr. Connaughton further reviewed Medicaid paid residents and, Medicare paid residents. Room and Board Revenue, the Covid budget, Staffing and the waiting list. June 2023 Financial Summary was then reviewed.



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Motion by Manuel Cordova, supported by Craig Lively to accept the Financial Report for June 2023.

Roll Call Vote: Mr. Cordova, YES. Mr. Lively, YES, Ms. Hansen, YES. Motion Carried.

Accounts Payable: The payables presented were approved for the period ending August 2023 in the amount of \$310,233.56. Motion by Manuel Cordova, supported by Craig Lively to approve the August 2023 Accounts Payable Report as presented. **Roll Call Vote: Mr. Cordova, YES. Ms. Hansen, YES. Mr. Lively, YES. Motion Carried.**

Contracts: None

Capital Expenditures: None

New Business:

Covid Outbreak Update: Lisa Ashley reported that Bay Bluffs officially ended their last outbreak on August 22nd. Ms. Ashley stated that we had 27 total residents exposed but only 5 tested positive and all symptoms were mild. We did an amazing job keeping it contained. Ms. Ashley advised that she just learned this morning that we had a resident exposed to a positive visitor so that resident is isolating in their room for 5 days. Ms. Ashley explained that mask use and PPE use is the way that we contain the spread and although nobody likes to wear a mask, we know that it works to contain the virus. Ms. Ashley advised that Bay Bluffs is in the process of gearing up for a flu vaccine clinic on 9/29 and also doing some education on RSV vaccination. Ms. Ashley predicts that through the fall, winter and spring months we will be doing more mask wearing as colds, flus, viruses and respiratory issues increase during the fall and winter. Discussion was held regarding Covid outbreaks in the facility and in the community and the pros and cons of mask wearing.

Strategic Planning: Lisa Ashley reminded the Board that previously they discussed having a strategic planning event in September so, she would like to talk more about that. Lisa reported that they are already working on projected financial and census information and creative ways of recruiting new staff and retaining the staff we have. We are expecting the federal government to come out with some minimum staffing regulations in the near future and we are working on plans to be prepared to meet these regulatory requirements as they come down. Ms. Ashley advised that she and Dr. Blanchard will be sitting down with Hospice of Michigan, to discuss potential partnering to provide additional care for those in need. The Board reviewed a layout of the facility, discussing renovations, what neighborhoods are open; long-term Care beds, Rehab beds and how doing major renovations means taking advantage of the time when there are no people in beds. The last time all beds were full was 2019. Discussion was held regarding the challenge of having a plan for what is going to happen, with regard to renovations. The



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county hasn't had a facilities person until recently. Dave and Joe meet every week to discuss renovation plans. Craig suggested that a deadline be established for renovations, so that contractors and the county know the expectation.

Discussion was held regarding the condition of Wildflower and the potential for occupancy. Ms. Ashley explained that Wildflower is in the worst condition of all the neighborhoods and it will take quite some time to get that back online.

Ms. Ashley asked when the Board would like to have a strategic planning session wherein the potential of diversifying the facility can be discussed, along with what the Board hopes to see in the future for Bay Bluffs. The goal of the planning session should be to figure out how we leverage what we do well and discuss ways to overcome whatever barriers are in the way of getting where we want to be. The Board discussed different meeting layouts and timelines, including evenings, weekends, weekdays, and who all would be invited to attend. The Board suggested 9/21/23 at 5:00 p.m., potentially at the Harbor Springs Airport, tentatively. Lisa will see if she can recruit a facilitator for this meeting.

Old Business:

Workforce Capacity Building Campaign Update: Lisa Ashley

Lisa Ashley is excited and cautiously optimistic as the nursing training program starts up at NCMC. The college has already put together flyers and registration information. Nursing homes are paying for CENAs to take this class. Facilities are then reimbursed through Medicaid. Ms. Ashley reported that this has already started to be marketed. We are hoping to get some press coverage when we are at the college with 7&4 and 9&10. Ms. Ashley gave an update on all of the CENA and Nursing programs they have been working on and how they are advertising and promoting these trainings and career building opportunities throughout the community, including a variety of Social Media efforts. We also have an opportunity through the NLEA's "Choose the North" campaign, which encourages those who have left the area to come back. NLEA is a business and development organization. Ms. Ashley reported that they are currently waiting for some of the video of staff interviews and outdoor events to finish being edited, which should be done soon and then that will be put out. Ms. Ashley advised the Board that unfortunately, the Michigan Health Endowment Fund Grant was denied. However, \$127,000 will be available 10/1/23 through 9/30/24, from the MCMCFC Workforce Grant, for retaining and recruitment, specifically for nursing homes. We are working on how we might allocate some of those funds.



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Work in Progress Update: Lisa Ashley

Ms. Ashley reported that the boilers will start being replaced the week of 9/5 and furniture should be here for Birch around 10/9. Handwash sinks are in, eyewash stations are in, compliance-wise everything has been done. The county has been wrangling to get inspections done. Dave, Joe and Lisa are on a Capital Plan. Lisa advised that her top priority right now, other than getting the Apple neighborhood in place, are the IT issues, including the significantly outdated phone system.

Meeting Recap: Carol Hansen:

We approved the Consent Agenda, Monthly Financials and Accounts Payable.

We were advised that the most recent covid episode is under control.

We have a strategic planning meeting, tentatively set for 9/21 at 5 p.m. and Manny and Carol are going to provide the pizza.

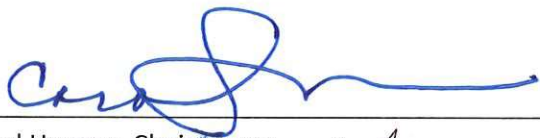
Adjournment: The meeting adjourned without objection at 9:37 a.m.

Upcoming Meetings: The next Regular Meeting is scheduled for September 21, 2023, at the Bay Bluffs – Emmet County Care Facility in Harbor Springs, MI at 8:00 a.m.

Date

9/21/23

Date



Carol Hansen, Chairperson



Vicki Ulrich, Recording Secretary

Copies to: Carol Hansen, Manny Cordova, Craig Lively, Lisa Ashley, and Jim Connaughton.